

ELECTRONIC MEMORANDUM

TO: Human Resources Directors

FROM: Samuel L. Wilkins

DATE: August 15, 2007

SUBJECT: Salary Supplements Reminder

Proviso 63.10 of the 2007-2008 Appropriation Act requires all agencies, departments, and institutions of State Government to submit supplemental salaries of the preceding fiscal year to the Office of Human Resources (OHR) no later than August 31. A supplemental salary is any compensation, excluding travel reimbursement, from an affiliated public charity, foundation, clinical faculty practice plan, or other public source or any supplement from a private source.

Agencies may use one of the two Supplemental Salary Approval Forms located on our web site at <http://www.ohr.sc.gov/OHR/employer/OHR-salary-procedures.phtm> for individual or multiple reporting of supplements given to their employees. The report must include the employee's name, social security number, amount, source, and any condition of the supplement. The employing agency must report this information by **August 31, 2007**, for supplements received by employees during the preceding fiscal year (July 1 through June 30).

If you have any questions, please call your HR Consultant at 737-0900.